

# Scoil Réalta na Maidine

## Supervision Policy

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Scoil Réalta na Maidine  
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### Rationale:

Our aim is to provide a safe place for all the children in our care to learn and play. As a staff we accept the duty of care which devolves to us. In Scoil Réalta na Maidine we make every effort to ensure that the boys given into our care are adequately supervised.

The measure of duty placed on the teacher is to “take such care of his/her pupils as a careful parent would of his/her child”.

While careful supervision is undertaken at all times during the school day, it is important to note that no arrangements exist for the supervision of pupils who arrive at the school well before the school is open or who remain in the vicinity of the school after school hours awaiting collection.

### Roles and Responsibilities:

1. The Deputy Principal is responsible for drawing up and updating the supervision rota.
2. The effective supervision of pupils during breaks and lunch periods is undertaken by the Principal and teachers. SNAs have responsibility for designated pupils at these times.
3. In the event of a non-substitutable teacher being absent the class will be divided among other classes in the school.
4. Teachers supervising at break-times are expected to ensure pupils:
  - Walk on corridors.
  - Do not re-enter the building without permission.
  - Are orderly.
  - Do not leave the school premises.
  - Line up in a proper manner with their appropriate class.
  - Comply with school and yard rules.
5. When the bell sounds teachers collect their classes from the yard and bring them to their classrooms.

6. Teachers are not responsible for children on the way to or from school or for those children on school property outside of school hours.
7. When school is over teachers are required to assist with the orderly dismissal of the pupils.
8. Dismissal of pupils from all classes is supervised by teachers and SNAs.
9. Infant pupils and 1<sup>st</sup> class pupils will only be allowed to leave the school when a designated adult is in view.
10. Pupils from 2<sup>nd</sup> to 6<sup>th</sup> classes may leave the school once the bell sounds.
11. Junior Wardens are supervised both morning and evening by a teacher (see Supervision Rota).
12. A teacher and all SNAs are on supervision duty in the main playground (or in the hall in inclement weather) from 9.00am. **There is no pupil supervision prior to 9.00am.**

### **Policy Statement:**

Timetabling for Yard Supervision and Junior Warden Supervision is on a daily rota. The teachers on yard duty remain with classes until they have been collected by their class teacher.

On wet days the same rostered teachers and SNAs supervise the classrooms and corridors. Directions regarding supervision areas are clearly outlined on the supervision rota timetable – this can be viewed on the staffroom noticeboard and in Classroom Information Folders. Yard rules are revised and reviewed regularly and are repeated often to the pupils. All classes have copies of the relevant rules.

- The person on yard duty remains with classes until their teacher returns.
- Teachers on yard duty supervise the yard/corridor to ensure the safety and good behaviour of the pupils.
- Supervising teachers will bring to the attention of relevant class teachers and the Principal any matter requiring corrective action.
- Misdemeanours are corrected and dealt with by the supervising teacher.
- All serious accidents should be reported to the relevant class teacher and Principal and recorded.
- All serious incidents of misbehaviour are reported to the relevant class teacher and Principal and recorded.
- In the event of a planned absence the teacher arranges for their designated substitute to swap supervision duties. In the event of an unplanned absence the Deputy Principal arranges for the supervision substitution. On return to school the teacher who was absent will arrange to make up the missed duty with the teacher who filled in.
- If leave is substitutable teachers employed for short periods do not supervise break-times. Only when substitute teachers are employed for extended periods are they asked to supervise.

The school will open to receive pupils at 9.00am. No responsibility is accepted for pupils arriving before that time. The bell rings at 9.10am and pupils from mainstream classes should be in their lines at this time.

Classes end for infants at 1.50pm, Special Classes at 2.40pm and all other classes at 2.50pm. Teachers ensure an orderly dismissal and that classrooms are vacated at these times.

Parents and those designated to collect infants are expected to collect their children at 1.50pm and 1<sup>st</sup> class children are collected at 2.50pm. Parents of pupils from 2<sup>nd</sup> to 6<sup>th</sup> classes who wish to have their children escorted home should make suitable arrangements to have them collected at 2.50pm. The school cannot accept responsibility for pupils after these times.

**Student Teachers and Work Experience Personnel:**

Class teachers are responsible for the supervision and oversight of the children in their class at all times. Student teachers and personnel on work experience will not be left in sole charge of pupils.

**Communication, Monitoring and Review:**

This policy will be communicated to staff and the school community and will be subject to regular review.

This policy was ratified by the Board of Management of Scoil Réalta na Maidine.

Signed: 

Date: 15 / 01 / 19

Chairperson, Board of Management